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## ABSTRACT

This self-directed library skills workbook is designed to acquaint students in basic English courses at Lehigh County Community College with the facilities and resources of the library. All freshmen are required to purchase the workbook as part of their texts for the basic English Skills course. The same textual information is contained in 15 different editions of the workbook, with 50 different multiple choice questions in each. Organization is by type of materials, not area of the library. The workbook begins with a self-paced tour of the library and then provides instruction on the library basics: the card catalog, Library of Congress subject headings and classification systems, periodical indexes, dictionaries (general and specialized), biographical sources, encyclopedias (general and specialized), geographical sources, almanacs and statistical sources, newspaper indexes, additional standard reference tools, and the use of audiovisual materials as a research source. The students must successfully complete the workbook to fulfill the basic English Skills requirement. (Author/THC)

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ED260718



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IMP 83

## English 105

# LIBRARY SKILLS WORKBOOK:

Training for self-reliance in basic library use.

BEST COPY AVAILABLE

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MATERIAL HAS BEEN GRANTED BY

David Voros

Professor's Name \_\_\_\_\_

Section Number \_\_\_\_\_

Date Due \_\_\_\_\_

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)."

LEHIGH COUNTY COMMUNITY COLLEGE

IR051218



# INTRODUCTION

Welcome to the library!

No matter what career you are presently pursuing or planning to enter in the future, you will need to know how to find information. Utilization of information is basic to virtually every aspect of daily living in our society, whether in the formal pursuit of educational goals or in independent judgement and decision making.

Libraries are a major source of information; however, their effective use requires an understanding of how their resources are organized and how individuals can retrieve the information contained in those resources.

In short, we are attempting to help you achieve the following:

1. Become at ease and familiar with the physical layout of this library.
2. Become aware of the variety and scope of resources and services available in this library and in other libraries you may visit.
3. Become aware and skilled in the use of basic reference sources used in undergraduate level research.
4. Become aware of policies and be able to follow the necessary procedures for use of the library.
5. Become confident in your own skills and positive in your expectations of finding information in the library essential in your life-long professional and personal growth.

We sincerely hope that upon completing this workbook you will find this new knowledge gained about libraries a rewarding and satisfying experience.

## INSTRUCTIONS

This workbook in library skills is designed to acquaint you with the facilities and resources of the library. The skills and knowledge which you acquire will be useful throughout your academic career, in whatever library you may be working.

The workbook assignments should be done as early as possible in the term; you may proceed at your own pace. For each assignment, READ the text for that section in the workbook and then begin to locate the materials needed to answer the questions. Your set of questions is unique; no other student in your class has the same questions for any assignment.

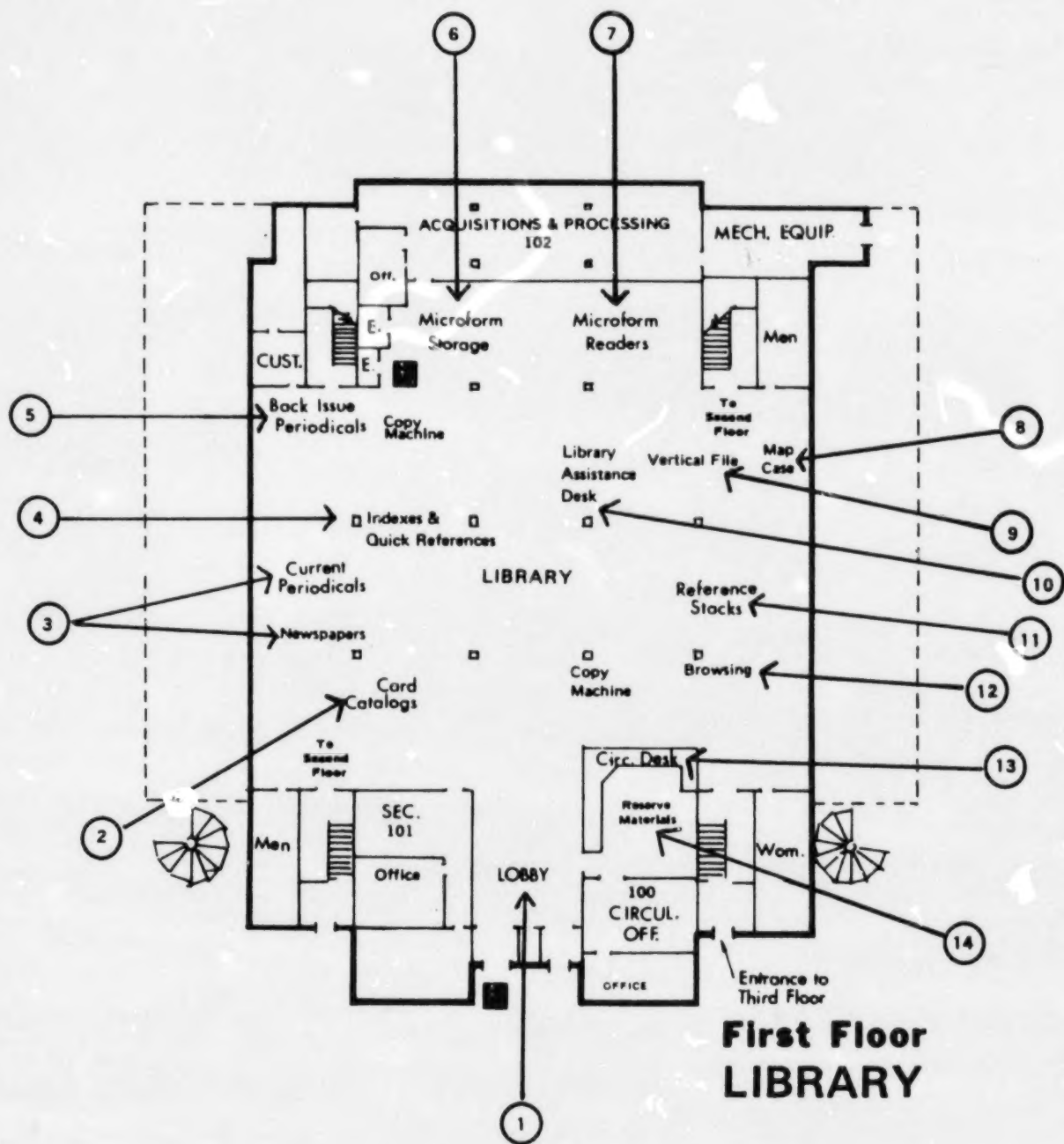
The book is organized by types of material not by area of the library. This means that you will be going to different areas of the library to complete various assignments.

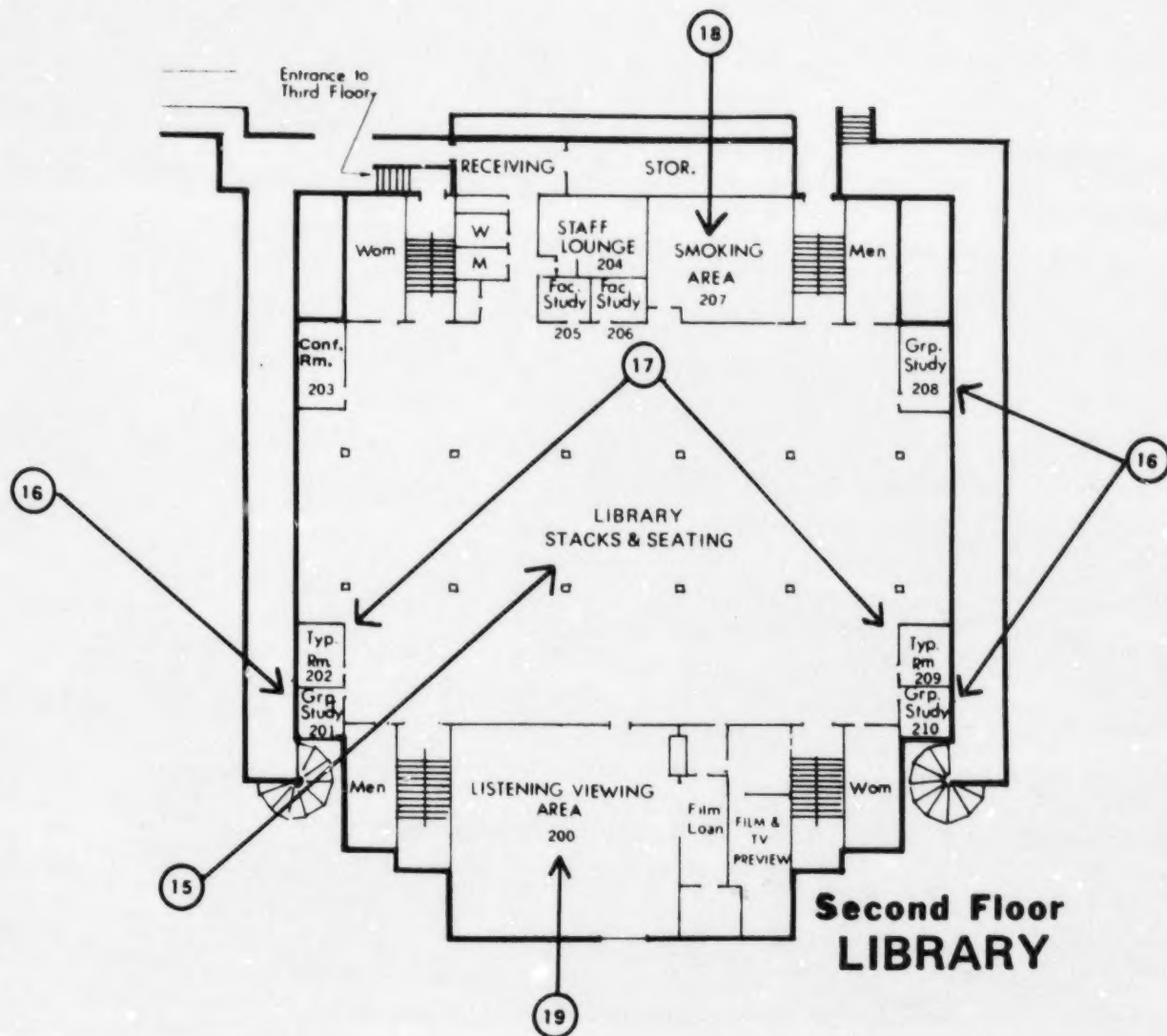
As soon as you have completed your workbook assignments, come to the Library Assistance Desk in the college library. You will be given a MACHINE READABLE answer sheet and asked to transfer your answers to this sheet. This will take approximately 10-15 minutes. These sheets will be carefully checked. It will be necessary for you to check back at the same desk within a few days after you turn in your answer sheet. If there are corrections to be made, they may be completed at this time.

The workbook and its assignments are not complete until you have answered all the questions correctly, regardless of the number of times an individual assignment may have to be redone. The only two grades given (completed or incomplete) will be forwarded to your instructor by the middle of the semester. You have to finish this workbook correctly before you will receive your final grade for the course.



A FINAL NOTE: The workbook questions are not designed to be "tricky." There is the possibility that typographical errors have been made. If you experience difficulty in answering a question, please check with a person at a nearby service desk.





## LIBRARY TOUR

Your library, an integral part of the learning process, contains over 40,000 volumes, 400 current periodical titles, microfilm, microfiche, audio-visual materials (video-cassettes, audio-cassettes, slide programs, records, films) and an extensive reference and pamphlet collection. New materials are added yearly to keep the resources current in supporting all curricula. Microfilm and microfiche readers, copying machines, typewriters and a Listening-Viewing room containing various A-V equipment are included in the services provided by the library. The library staff organizes the materials and provides individual assistance with a student's research and use of the library.

Learning to use the library effectively can make the difference between success and failure at college. The first step is to know your way around the building itself. Rather than take you on a group tour, we have designed a self-paced, self-directed tour of the college library. As shown on the floor plan, there are numbers on blue & white cards placed in nineteen locations around the library. You will be returning to most areas to complete an assignment later in the book.



**DIRECTIONS:** Find location #1 on the floor plan and begin your tour.

### 1. LOBBY

This is the main entrance and exit to the library. Often this area has exhibits and displays.

### 2. CARD CATALOG

Materials available in the college library can be located through the use of the card catalog. The main card catalog is located on the first floor and contains information on all the materials housed in the LRC. It is divided into three sections: Author, Title and Subject.

### 3. CURRENT PERIODICALS & NEWSPAPERS

The latest editions of magazines and newspapers are on display in this area for your examination and reading. These current issues do not circulate and must be used in the library. There are two photocopiers available in the library if you need to make copies of any articles.

### 4. INDEX & QUICK REFERENCE TABLES

If you want to find a magazine article, you should use a periodical index. The library has many indexes; some are general in nature such as the Reader's Guide to Periodical Literature, and others are more specialized in nature such as the Biography Index, Business Periodicals Index, or the Cumulative Index to Nursing Literature. These indexes are arranged alphabetically by title.

On the Quick Reference Tables you will find a number of important reference books in the Humanities and Social Sciences such as the Congressional Quarterly, Editorials on File, Contemporary Authors and Twentieth Century Literary Criticism. These books are valuable tools to aid you with your research.

5. BACK ISSUES OF PERIODICALS

The non-current issues of periodicals are shelved here. Some are discarded when a microfilm replacement arrives. These periodicals are arranged alphabetically by title, and a list of what titles we carry can be found mounted on the cement columns near these shelves and the index tables. Back issues of unbound periodicals, that we also purchase on microfilm, may be loaned out for one week.

6. MICROFORM STORAGE

This area contains all the microform materials which we have available. It is divided between a microfilm reel collection and a microfiche collection which are arranged alphabetically. Here one may find a microfilm copy of a 1949 Time magazine or the 1851 microfilm copy of the New York Times newspaper.

7. MICROFORM READERS

Housed here are the microfilm and microfiche readers. In addition, the last row of readers against the wall can be used to print selected articles at a cost of \$.10 per page. If help is needed using the readers, please go to the Circulation or Library Assistance desk.

8. MAP CASE

A small collection of local and world maps is located here. They can be borrowed for the same loan period as books (2-3 weeks). Next to the map case is a stand which contains some of the more important world atlases.

9. VERTICAL FILES

Items such as pamphlets, brochures, pictures, reports, manuals, government documents, and magazine reprints are filed by subject in these cabinets. Information is filed here that can be used for quick research and is generally not as comprehensive as material located in a book. Quite often it is the only information to be found in this library on a particular topic. These items can also be borrowed for the same loan period as books.

10. LIBRARY ASSISTANCE DESK

This desk is located in the center of the library for easy access. If you cannot find enough material for your research paper or you need help in learning how to use the library, please consult the librarian(s) at this desk. A research conference or assistance in using the library and its resources will be made available.

11. REFERENCE STACKS

This is an extensive collection containing many helpful reference books that are specialized such as "The Encyclopedia of Bioethics" or general such as the "World Book Encyclopedia." If you need help in using them, please consult your librarian. These books do not circulate.

12. BROWSING BOOKS

A small collection of contemporary and current-interest books are shelved here. This collection changes frequently, and these books may be borrowed for 2-3 weeks.

13. CIRCULATION DESK

This is where all books, pamphlets, maps, etc. should be brought for checking out of the library and for returning them. The loan period for most library materials is for 2-3 weeks with one renewal, and materials may be renewed over the phone. You may also pick up your library card here or have one made for you.

14. RESERVE MATERIALS

Faculty may place materials on reserve in order to insure that the entire class may have a chance to read or view these materials. Books and periodicals on reserve should be requested at the circulation desk on the first floor, and non-print materials (cassettes, films, etc.) on reserve should be requested at the desk in the Listening-Viewing Area on the second floor. Faculty determine the loan period for reserve, such as overnight, one week or library use only. Since the overdue fines for reserve materials are higher than books, please make sure that you know the due date of the materials which you have borrowed.

SECOND FLOOR - LIBRARY

15. LIBRARY STACKS

The major portion of the circulating book collection is found on the second floor of the college library. The loan period for these books is 2 to 3 weeks.

16. GROUP STUDY ROOMS

There are three group study rooms located on the second floor. These offer a convenient place to study with friends, work on a panel project, or even practice a speech.

17. TYPING ROOMS

There are two typing rooms on the second floor available for student use during regular library hours. If you are unfamiliar with the electric typewriters, there are guide books available in the Listening-Viewing Area. Also, please notify the Assistant in the Listening-Viewing Room when typewriters are not working.

18. SMOKING AREA

Smoking is permitted on the second floor in this room. It is the only area in the building where smoking is permitted. No food or drink, however, is allowed in the library.

19. LISTENING-VIEWING ROOM

This room contains all the library's audio-visual materials (cassettes, filmstrips, slides, video-tapes, records). Study carrels in this room have equipment on which to listen and view these materials. Audio-visual materials (except records and cassettes) do not circulate. These materials are listed in the main card catalog on the first floor and in the card catalog located in the Listening-Viewing Room.

## CHAPTER ONE

### THE CARD CATALOG - AUTHOR AND TITLE APPROACH

#### About the Card Catalog

The main card catalog in the college library is divided into three sections. There are separate author, title and subject card catalogs. These represent many types of library materials. Although books and audio-visual materials are included in the catalog, some collections, such as microforms and periodicals, are not fully covered by the catalog. Special indexes and catalogs provide access to these materials.

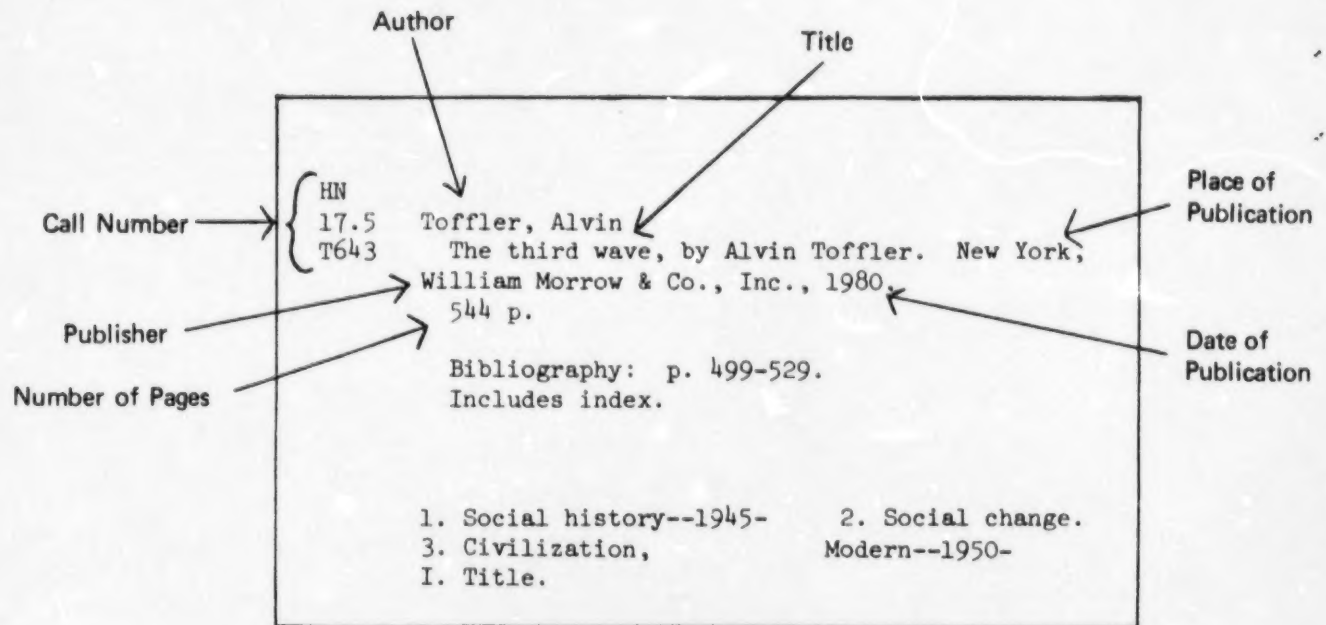
The main card catalog also contains cards for the Learning Assistance Laboratory.

#### Author and Title Cards:

If you know the name of the author of a book, you will look it up in the Author Section of the catalog. If you know the title of a book, you will look it up in the Title Section of the catalog. Disregard an article (a, an, the) if it is the first word of the title. Numbers and abbreviations are listed as if they are spelled out. For example, George Orwell's novel 1984 would be filed alphabetically in the Title section of the Card Catalog by the letter "N" (because it is the first letter in the word "nineteen"). On the next page, there is a sample of an author card, and on the following page there is a sample of a title card. Study them carefully. If you have any questions, ask at the Library Assistance Desk.



Sample of Author Card  
(Filed in the Author Catalog in the T's)



Sample of Title Card  
(File in the Title Catalog in the T's)

Title

The third wave

HN

17.5

T643

Toffler, Alvin

The third wave, by Alvin Toffler. New York,  
William Morrow & Co., Inc., 1980.  
544 p.

Bibliography: p. 499-529.  
Includes index.

1. Social history--1945-  
3. Civilization,  
I. Title.

2. Social change.  
Modern--1950-



ASSIGNMENT ONE - M  
THE CARD CATALOG - AUTHOR AND TITLE APPROACH

DIRECTIONS: Use the Author and Title Sections of the Main Card Catalog to complete all four questions on this page.

1. Ralph N. Clough wrote a book assigned the call number E183.8.T3 c56. Its title is:
  - A. The Cornish in America
  - B. Black History; a Reappraisal
  - C. Island China
  - D. The Road from Isolation
2. Max Kozloff wrote a book assigned the call number N6450.K65. Its title is:
  - A. Scruples
  - B. Social Dance
  - C. The Common Market
  - D. Renderings
3. Who wrote the book The Gardener, and Other Poems?
  - A. Sylvia Plath
  - B. John Hall Wheelock
  - C. Theodore Weisbrod
  - D. Robert Jefferman
4. Who wrote the book The Path of Empire?
  - A. Dexter Perkins
  - B. Lester Solool
  - C. Henry L. Fein
  - D. Carl Russel Fish

## CHAPTER TWO

### CARD CATALOG - SUBJECT APPROACH

If you are looking for information on a particular subject, but do not know the author or the title of a particular book, you will want to use the subject approach. Subject cards are filed alphabetically in the Subject Section of the card catalog. The card for the book by Toffler that you used in your second assignment has two subject headings. You will find that the subjects are typed in BLACK CAPITAL letters at the top of the card. Do not confuse a book by Toffler with a book about Toffler. Books written by Toffler will be in the Author catalog. Books about Toffler will be in the Subject catalog.

To find out what subject headings a book had been assigned, check the bottom of the catalog card. This portion of the card is called the "tracings" because it traces or keeps track of all the catalog cards made for a book. In the case of the Toffler book shown in the sample cards, the subjects assigned were "1. Social History--1945. 2. Social Change." A card was also made for the title of the book, The Third Wave. Study the examples of subject cards on the next page.

#### The Library of Congress Subject Headings

This large, red, two-volume set of books is located above the Subject card catalog. It contains subject headings arranged alphabetically. A page taken from the Library of Congress Subject Headings may be found on the next page. As you examine the example, you will notice the following features:

1. Bold face type indicates a subject heading that is used in the card catalog.
2. The abbreviation "sa" means "see also." You may use the subject headings listed after a "see" entry.
3. The symbol "xx" heads the list of terms which are used in the card catalog, but are more general than terms in the "sa" list.
4. The symbol "x" indicates subject headings that are not used in the card catalog.
5. A "dash" subheading means that it is part of the main heading.

By using the Library of Congress Subject Headings you can determine the precise heading under which books on your subject will be found. The "sa" and "xx" references can help you narrow or expand your field of research. The Subject Headings can also serve as a guide to a subject approach to other indexes and reference material.

# Samples of Subject Cards

Subject (in black capital letters,  
filed in the Subject Catalog in the S's)

Tracings  
(Indicates that cards  
have been filed under  
these two subject  
headings — Social  
History - 1945, &  
Social Change)

## SOCIAL CHANGE

HN

17.5

T643

Toffler, Alvin  
The third wave, by Alvin Toffler. New York,  
William Morrow & Co., Inc., 1980.  
544 p.

Bibliography: p. 499-529.  
Includes index.

- |                          |                   |
|--------------------------|-------------------|
| 1. Social history--1945- | 2. Social change. |
| 3. Civilization,         | Modern--1950-     |
| I. Title.                |                   |

Subject  
(Filed in the Subject Catalog in the S's)

## SOCIAL HISTORY--1945-

HN

17.5

T643

Toffler, Alvin  
The third wave, by Alvin Toffler. New York,  
William Morrow & Co., Inc., 1980.  
544 p.

Bibliography: p. 499-529.  
Includes index.

- |                          |                   |
|--------------------------|-------------------|
| 1. Social history--1945- | 2. Social change. |
| 3. Civilization,         | Modern--1950-     |
| I. Title.                |                   |

Indicates a card is also filed under title  
(in the Title Catalog in the T's)



From: Library of Congress  
Subject Headings

Bold face type  
indicates acceptable  
headings

**Computers** (*Mathematics, QA76-76.3;  
Electrical engineering,  
TK788.5-789.5*)

Here are entered works on modern electronic computers first developed after 1945. Works on calculators, as well as all mechanical computers of pre-1945 vintage, are entered under Calculating-machines.

"SA" means "see also";  
The following list of relevant terms are acceptable headings.

**sa** Airborne computers  
Command and control systems  
Computation laboratories  
Computer art  
Computers, Optical  
Computers, Special purpose  
Correlators  
Electronic analog computers  
Electronic data processing  
Electronic digital computers  
Fluidic computers  
Hybrid computers  
Information storage and retrieval systems  
Minicomputers  
Used computers  
*headings beginning with the word  
Computer*

"X" heads a list of unacceptable headings.  
DO NOT USE THEM.

**x** Automatic computers  
Automatic data processors  
Computers, Electronic  
Computing machines (Computers)  
Electronic brains  
Electronic calculating-machines  
Electronic computers

"XX" heads a list of terms which are acceptable but usually more general than terms in the "SA" list.

**xx** Calculating-machines  
Computer industry  
Cybernetics  
Electronic apparatus and appliances  
Electronic office machines  
Information storage and retrieval systems  
Machine theory  
*Note under Calculating-machines*  
-- Access control (*QA76.9.A25*)  
**sa** Computer crimes  
Privacy, Right of  
**xx** Computer crimes  
Electronic data processing departments--Security measures  
Privacy, Right of  
*Example under reference from Access control*  
-- Passwords (*QA76.9.A25*)  
**x** Passwords in computer access control

-- Appraisal  
*See* Computers - Valuation  
-- Circuits

**sa** Logic circuits  
**x** Computer circuits  
**xx** Electronic circuits

"Design and Construction" is an unacceptable heading.  
"See" reference refers to the acceptable heading.

**Design and construction**  
**See** Computer engineering  
Input-output equipment  
*See* Computer input-output equipment  
Law and legislation (*Indirect*)  
-- Memory systems  
*See* Computer storage devices  
Military applications  
*See* Military art and science  
Automation  
Military art and science Data processing  
Operating systems

ASSIGNMENT TWO - M  
CARD CATALOG - SUBJECT APPROACH

DIRECTIONS: Return to the Author Section of the Main Card Catalog.

5. Check the tracings on the bottom of the card for the Max Kozloff book you looked up on Assignment One, #2. The first subject heading listed is:
  - A. History--Methodology
  - B. New Products
  - C. Art, Modern--19th Century
  - D. Reality Shock
6. Now go to the Subject Section of the Card Catalog. Look under the Subject Heading you chose as the answer for the question above. How many books does the library have on that exact subject? (If your subject heading is "Brazil--Description and Travel," do not list books with the subject heading "Brazil--Social Conditions," plain "Brazil," etc.)
  - A. 1-10
  - B. 11-20
  - C. 21-30
  - D. over 30
7. Perhaps there are some other subject headings under which you could find additional information. Using the same subject heading, look in the Library of Congress Subject Headings (located on the top of the card catalog). The first "sa" (see also) reference is:
  - A. Arts, English
  - B. Art, Victorian
  - C. Minoan Art
  - D. None

## CHAPTER THREE

### CLASSIFICATION SYSTEM

The college library's materials are classified in the Library of Congress Classification System, referred to as LC. If a title is cataloged in the LC System, the call number will begin with one or more letters of the alphabet. Look at the following examples:

|      |       |
|------|-------|
| PS   | M     |
| 2103 | 141.3 |
| S37  | P41   |

Note that the Library of Congress call numbers not only begin with a letter, but they also have a third line of the call number which begins with a letter. The number following this second letter should be considered as a decimal when trying to locate the book on the shelf. For example, the S37 in the first call number listed above should be regarded as .37 and in the second example in P41 it should be regarded as .41.

All books are shelved by call numbers, which group books according to subject. If the book has a Library of Congress classification call number, the letter or letters beginning the first line of the call number are arranged alphabetically.

#### Finding a Book With a Library of Congress Call Number

When you have found the correct location in the library, locate the first letter of your call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA; HM comes after HJ and before HX. The following call numbers are in correct order:

|     |     |    |      |
|-----|-----|----|------|
| H   | HB  | HG | HT   |
| 437 | 721 | 52 | 4278 |
| S32 | A48 | M6 | T844 |

Sometimes the second line of a Library of Congress classification number will have a decimal number. For example:

|        |       |
|--------|-------|
| HT     | PN    |
| 2783.5 | 428.3 |
| S238   | T2    |

Books that do have a decimal in the second line, like the two examples above, will be shelved after all the books that have the same classification letter(s) and number. For example:

|      |      |        |        |        |      |
|------|------|--------|--------|--------|------|
| PS   | PS   | PS     | PS     | PS     | PS   |
| 4528 | 4528 | 4528.1 | 4528.1 | 4528.5 | 4529 |
| L8   | S97  | A38    | S37    | G8     | M6   |

The third line of a Library of Congress call number will begin with a letter and should be considered a decimal as noted above. Here is a row of books with Library of Congress call numbers, filed in correct order.

|     |     |     |     |     |
|-----|-----|-----|-----|-----|
| HM  | HM  | HM  | HM  | HM  |
| 238 | 233 | 238 | 238 | 238 |
| B8  | G6  | G68 | G9  | T4  |

In cases where a book has been republished in a new or revised edition, the new date of publication is added at the end of the call number to distinguish it from other editions of the same book. When the library has more than one edition of the same book, the call numbers will be the same except for the date in the last line, and they will be arranged in order by the date. For example:

|      |      |      |
|------|------|------|
| JK   | JK   | JK   |
| 1218 | 1218 | 1218 |
| S38  | S38  | S38  |
|      | 1954 | 1962 |



# LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

## Classes

- A General Works**  
(General encyclopedias, reference books, periodicals, etc.)
- B Philosophy - Religion**  
B-BJ Philosophy  
BF 636-637 Applied Psychology  
BF 721-724 Child Development  
BL-BX Religion
- C Auxiliary Sciences of History**  
CB History of civilization (General)  
CC Archaeology  
CD Archives  
CJ Numismatics  
CR Heraldry  
CS Genealogy  
CT Biography (General)
- D History: General and Old World**  
(Including geography of individual countries)  
D World history, including W. Wars  
DA Great Britain  
DB Austria  
DC France  
DD, etc. Other individual countries
- E-F History of America**  
(Including geography of individual countries)  
E1-143 America (General)  
E151-657 United States (General)  
F1-957 United States: States and local  
F1001-1140 Canada  
F1201, etc. Other individual countries
- G Geography, Anthropology, Folklore, etc.**  
G Geography (General)  
GB 53-59 Physical Geography  
GB 1199.5 Geothermal energy  
GC Oceanography  
GN Anthropology  
GR Folklore  
GV 171 Recreation  
GV 184 Aged-Recreation  
GV 1201 Games
- H Social Sciences**  
HA Statistics  
HB 171 Economics  
HB Business Administration  
HD Materials management  
HD 1365-1375 Real Estate  
HF 5601-5689 Accounting  
HF 5813-5825 Advertising  
HF 5548.2 Electronic data processing  
HF 5548.8-5549 Industrial Psychology  
HF 5415 Marketing  
HF 5549 Personnel Management  
HF 5437 Purchasing  
HF 5541-5548 Word Processing  
HG Insurance  
HJ Property Tax  
HM-HX Sociology  
HQ Family  
HQ 1060-1064 Gerontology  
HV Criminology
- J Political Science**  
JA-JC Political science  
JF-JQ Constitutional history and public administration  
JS Local government  
JX International law
- K Law**  
KF 888 Business law, Commercial law  
KF 590 Landlord and tenant  
KF 319 Legal secretaryship
- L Education**  
LB 1051-1067 Educational Psychology  
LB 2301-2361 Education, Higher

## Classes

- M Music**  
M Scores  
ML Literature of music  
ML 3920 Music therapy  
MT Musical instruction
- N Fine Arts**  
NA Architecture  
NB Sculpture  
NC Graphic arts  
ND Painting  
NK Decorative arts
- P Language and Literature**  
P Philology and linguistics  
PA Classical languages and literatures  
PC Romance languages  
PD-PF Germanic languages, including PE, English  
PG Slavic languages and literatures  
PJ-PL Oriental languages and literatures  
PN General and comparative literature  
PQ Romance literatures  
PR English literature  
PS American literature  
PT Germanic literatures  
PZ Fiction in English, Juvenile literature
- Q Science**  
QA Mathematics, computers  
QB Astronomy  
QC Physics  
QD Chemistry  
QE Geology  
QH Natural history  
QK Botany  
QL Zoology  
QM Human anatomy  
QP Physiology  
QR Bacteriology
- R Medicine**  
RC 46 Internal medicine  
RC 489 Music Therapy, Recreation Therapy  
RD Surgery  
RJ 505 Art Therapy  
RJ 47-431 Pediatrics  
RK Dentistry  
RL Dermatology  
RM 735 Occupational Therapy  
RM 700 Physical Therapy  
RM 161 Respiratory Therapy  
RS Pharmacy  
RT Nursing
- S Agriculture**  
SB Plant culture and horticulture  
SD Forestry  
SF Animal culture  
SH Fish culture and fisheries  
SK Hunting sports
- T Technology**  
T 385 Computer graphics  
T 351-357 Mechanical drawing (drafting)  
TA General engineering, including general civil engineering  
TA 545 Surveying  
TC Hydraulic engineering  
TH Building construction  
TH 7011-7687 Air conditioning  
TJ Mechanical engineering and machinery  
TK Electrical engineering, Electronics, Nuclear engineering  
TL Motor vehicles, Aeronautics, Astronautics.  
TN Metallurgy  
TP Chemical Technology  
TP 490-497 Refrigeration  
TR Photography  
TS Manufactures  
TT Handicraft, Arts and crafts  
TX Home economics
- U Military Science**
- V Naval Science**
- Z Bibliography and Library Science**  
BIOGRAPHY: Lives of individuals, illustrative of any subject are normally classified with that subject, e.g. Albert Einstein is classified in OC16.E5. Otherwise, they are classified with general biography, in CT.

BEST COPY AVAILABLE

# ASSIGNMENT THREE - M

## The Stacks (SECOND FLOOR)

DIRECTIONS: Go into the stacks and find the books with the call numbers listed in Column A. Choose the correct title. If the book with the call number you are looking for is not on the shelf, find the substitute book from Column B.

|      |           | <u>Column A</u>             |          | <u>Column B</u>           |
|------|-----------|-----------------------------|----------|---------------------------|
| (8)  | PS A.     | Not Under Forty             | PS A.    | The Walnut Door           |
|      | 3505 B.   | O Pioneers!                 | 3515 B.  | The Conspiracy            |
|      | A87N7 C.  | Alexander's Bridge          | E7715 C. | Tampico                   |
|      | 1936      |                             | W3       |                           |
| (9)  | F A.      | The Savage and the Innocent | BF A.    | The Act of Creation       |
|      | 2516 B.   | Brazil on the Move          | 408 B.   | Short-Cut Memory          |
|      | M36 C.    | The Upper Amazon            | K6 C.    | Age & Achievement         |
|      | 1965a     |                             | 1964     |                           |
| (10) | HF A.     | Your Future As A Secretary  | G A.     | The Tourist Business      |
|      | 5547.5 B. | Word Processing             | 142 B.   | The World From Above      |
|      | A65 C.    | Office Work Measurement     | R413 C.  | Dictionary of Discoveries |

## PERIODICAL INDEXES

a → JUVENILE DELINQUENCY  
b → Return to school; counseling juvenile delinquents.  
c → N. Henry. Today's Educ 63: 42-4 S'74

d      e      f      g

- 

## 22

#### Cumulative Index to Nursing and Allied Health Literature

Periodicals articles and books about the various concerns of health professionals in the areas of nursing and allied health are indexed herein. Practical nursing, occupational therapy, physical therapy, recreational therapy and respiratory therapy articles may be of particular use.

#### Dental Literature Index

An index to periodical articles from all areas of the dental field. It covers articles from the latest developments in dental radiology to how to run the dental office.

#### Education Index

A cumulative author and subject index to the contents of approximately 228 educational periodicals, proceedings, yearbooks, bulletins, and monographic series published in the English language.

#### General Science Index

This index list periodical articles by subject as extracted from science periodicals of a scholarly by not highly technical nature. Articles vary from subjects such as raccoons to problems of nuclear waste management.

#### Humanities Index

Lists periodical articles by subject from the more scholarly journals from fields such as history, linguistics, language, philology and literature.

#### Public Affairs Information Service. Bulletin

An important index for students doing research in the social sciences. Types of materials indexed include: pamphlets, books, periodicals, government documents, organizational reports and conference proceedings.

Social Science Index (called Social Science and Humanities Index from 1965 to 1974; called International Index from 1907 to 1964)

Indexes scholarly periodicals dealing with the social sciences (for example psychology and sociology). Before 1974, the index also included subjects from the humanities such as philosophy, literature and history.

ASSIGNMENT FOUR - M  
PERIODICAL INDEXES

DIRECTIONS: Go to the 1st floor of the College Library to complete this assignment. Check the floor plan to locate the index tables.

Reference tools necessary to complete this assignment are:

Public Affairs Information Service Bulletin (PAIS)  
Business Periodicals Index  
Readers' Guide to Periodical Literature  
Social Sciences Index  
Humanities Index

You have been assigned a term paper topic. After looking at the topic, you decide that you should be able to find relevant periodical articles in the indexes mentioned above.

Look in the indexes that cover June 1977.

Your topic is Illegitimacy.

11. Which of the four indexes cites an article from the journal Kentucky Law Journal?
  - A. Public Affairs Information Service Bulletin (PAIS)
  - B. Business Periodicals Index
  - C. Readers' Guide to Periodical Literature
  - D. Humanities Index
12. Which of the four indexes cites an article from the magazine New Statesman?
  - A. Business Periodicals Index
  - B. Readers' Guide to Periodical Literature
  - C. Humanities Index
  - D. Social Sciences Index
13. Which of the four indexes cites an article from the periodical Journal of Interdisciplinary History?
  - A. Public Affairs Information Service Bulletin (PAIS)
  - B. Business Periodicals Index
  - C. Humanities Index
  - D. Social Sciences Index

CHAPTER FIVE  
PERIODICALS LIST

The college library subscribes to many periodicals. To find a specific title in the collection, it is necessary to use the Periodicals Lists hanging on the two cement columns in the Index Table Section on the first floor of the college library. If you would like to know if the library receives a particular journal, you would go to the periodicals list and look up the title. Two typical entries for Time Magazine look like this:



| Title | Frequency | Dates | Microfilm |
|-------|-----------|-------|-----------|
| TIME  | w         | 1978- |           |
| TIME  | w         | 1949- | MF        |

The first entry is for the current subscription to Time. The list is alphabetical by title. The frequency column will tell how often the periodical is published. In this case, the magazine comes out weekly. The third column indicates that the library has on hand the issues from January of 1978 to the present. The fact that there is no date following the dash indicates that the subscription is still being received and has not been closed out. In the second entry above the MF in the final column indicates that this is the entry for the library's microform collection for this title. As you see the library has the magazine on microfilm from 1949 to the latest edition.



ASSIGNMENT FIVE - M  
PERIODICALS LIST

DIRECTIONS: Look up the following journal in the College Library's Periodical List and answer the next three questions.

Title of journal to be looked up: Journal of Social Issues

14. What are the microfilm holdings for this periodical?
  - A. 1970-
  - B. 1972-
  - C. 1945-
  - D. 1945-
15. What are the original copy holdings of this periodical?
  - A. Last Year
  - B. Last Two Years
  - C. Last Five Years
  - D. Last Ten Years
16. How frequently is this periodical published?
  - A. Bi-Monthly
  - B. Quarterly
  - C. Weekly
  - D. Monthly

DIRECTIONS: You have finally finished writing a report which you have been assigned and are ready to type it. When you begin to type the paper, you suddenly realize that you have forgotten to write down the author and the title of the article you are using in your paper. All you have is the following information:

National Wildlife 20:46-77 Oc-No '82

Using the Periodicals List, find the location of this journal in the Library. Then go find the journal. When you have found the correct volume and page(s) of the article, answer the following question:

17. What is the title and author of the article?
  - A. "Is Evacuation the Best Policy," by L. Brev
  - B. "Fresh Start in America," by D. Cooke
  - C. "Sleeping on the Job," by Peter Steinhart

## BOOK REVIEW INDEXES

Book reviews are sources of literary criticism written at approximately the same time the book was published. They are important because they often describe the author's style, discuss plot, character development, and theme. The reviewer may include the background of the author and the research that went into writing the book. Also, reviews give an indication of what knowledgeable people thought about the book when it first was published. Two major reference sources for finding book reviews are:

Book Review Digest

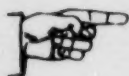
Location: REF  
Z  
1219  
C95

- lists the book by its author, summarizes the content of the book, and gives short excerpts from some reviews to give an idea of the reviewer's reaction. A subject and title index is included.

Book Review Index

Location: Index  
Table

- lists the book by its author, and gives an abbreviated reference to the journal in which the review was published. Current years are located on the Index Tables, older issues on the beginning of the Reference Collection shelves.



N.B. It is important to know the date on which the book was first published as book reviews are listed chronologically. Look in the volume that corresponds to the year that the book was published. If no reviews are listed, check the volumes for one or two years after the date of publication.

Examples from both book review sources are as follows:

Book Review Index

BENCHLEY, Peter. Jaws / Am - v130 - My 4 '74 - p350  
BENCHLEY, Peter. Jaws / BS - v33 - F 1 '74 - p474  
BENCHLEY, Peter. Jaws / BW (WP) - Ja 27 '74 - p3  
BENCHLEY, Peter. Jaws / CSM - v66 - F 6 '74 - pF5  
BENCHLEY, Peter. Jaws / GW - v110 - My 4 '74 - p21  
BENCHLEY, Peter. Jaws / HR - v27 - Summer 74 - p293  
BENCHLEY, Peter. Jaws / KR - v41 - N 15 '73 - p1279  
BENCHLEY, Peter. Jaws / LJ - v99 - Mr 15 '74 - p774  
BENCHLEY, Peter. Jaws / Lis - v91 - My 9 '74 - p606  
BENCHLEY, Peter. Jaws / NO - v13 - Mr 30 '74 - p19  
BENCHLEY, Peter. Jaws / NS - v87 - My 17 '74 - p703  
BENCHLEY, Peter. Jaws / NW - v83 - F 4 '74 - p73  
BENCHLEY, Peter. Jaws / NY - v49 - F 18 '74 - p118  
BENCHLEY, Peter. Jaws / NYT - v123 - Ja 17 '74 - p37  
BENCHLEY, Peter. Jaws / NYTBR - F 3 '74 - p14  
BENCHLEY, Peter. Jaws / Obs - Ap 14 '74 - p31  
BENCHLEY, Peter. Jaws / PT - v7 - F '74 - p12  
BENCHLEY, Peter. Jaws / Time - v103 - F 4 '74 - p76  
BENCHLEY, Peter. Jaws / VV - v19 - F 7 '74 - p23  
BENCHLEY, Peter. Jaws / WLB - v48 - Je 74 - p784  
BENCHLEY, Peter. Jaws / WSJ - v183 - Ap 18 '74 - p18

Book Review Digest

BENCHLEY, PETER. Jaws. 311p \$6.95 '74 Doubleday

ISBN 0-385-04771-1 LC 73-80799

"A young woman makes love on the beach, then takes a midnight swim. As she swims, she is violently struck, chopped in two. The next morning pieces of her body are found at the water's edge. . . . [In the] Long Island resort town called Amity . . . the town fathers . . . decide to cover up the woman's death: news of a killer shark could ruin the summer business. They forbid police chief Martin Brody to close the beaches. The shark has gone, they say. But the shark remains and kills again, and the life of the town becomes governed by the . . . almost supernatural presence offshore." (Publisher's note)

"This [is a] taut and exciting novel. . . . [It] is the kind of story you can take at two levels. On the ground floor you pay cash on the barrelhead for a fine thriller, satisfaction guaranteed or your money back. On the second floor, no extra payment required, there is an underlying symbolism you can either take or leave. Is there an analogy between the great mysterious killer fish and the town where some of the people seem to be scavengers as mindless as the shark itself?" Burk Wilkinson  
Christian Science Monitor pF3 F 6 '74  
500w

ASSIGNMENT SIX - M  
BOOK REVIEW INDEXES

Reference tools necessary to complete this assignment:

Book Review Digest (REF Z 1219 C95)

Book Review Index (Index Table)

You are assigned a book to read, and you would like to check reviews that were written about this book.

Title of book: Dictionary Buying Guide

Author of book: Kenneth F. Kister

Year it was reviewed: 1978

18. How many reviews of this book did you find listed in Book Review Index?
- A. 1-4
  - B. 5-9
  - C. 10-14
  - D. 15 or more
19. On what page(s) did you find reviews of this book in Book Review Digest?
- A. 343
  - B. 727
  - C. 135
  - D. 527
20. Which index provides a summary of the book as well as excerpts from book reviews?
- A. Book Review Digest
  - B. Book Review Index

## CHAPTER SEVEN

### DICTIONARIES

Dictionaries provide information about the spelling, pronunciation, meaning, usage, and derivation of words. Unabridged dictionaries, such as

Webster's Third New International  
(located on a dictionary stand near the Reference Desk)

try to include every word in the language. One particular unabridged dictionary deserves special attention:

The Oxford English Dictionary. 12 volumes  
(REF PE 1625 N53 1933)

The Oxford English Dictionary, commonly referred to as OED, traces the history of every word introduced into the English language from 1150 to the end of the nineteenth century. A Supplement has been published to update the last edition. Each word is provided with exhaustive definitions and dated quotations to illustrate every change in meaning.

In addition to these unabridged dictionaries, there are abridged or desk dictionaries which contain only the more commonly used words and definitions. Some of the better-known desk dictionaries are:

American Heritage Dictionary of the English Language  
(REF PE 1625 A54)

Webster's New Collegiate Dictionary, eighth edition  
(REF PE 1628 W4 M4 1973)

American College Dictionary  
(REF PE 1628 A55 1966)

In addition to the English language dictionaries there are many English/foreign language dictionaries. These are usually one-volume books with an English/foreign language arrangement in one half and a foreign language/English arrangement in the other half. Some examples are:

Cassell's New Latin Dictionary (REF PA 2365 L3 C3 1960)

Cassell's Italian Dictionary (REF PC 1640 C33 1964)

Cassell's Spanish Dictionary (REF PC 4640 C35 1960)

New Cassell's French Dictionary (REF PC 2640 C3 1965)

New Cassell's German Dictionary (REF PF 3640 B45)

Danish-English Dictionary (REF PD 3640 M27 1941)

Modern Portuguese-English (REF PC 5333 R5)

Dutch-English Dictionary (REF PF 640 D94 1944)

Russian-English Dictionary (REF PG 2640 S4 1959)

English-Polish Dictionary (REF PG 6640.S8 1940)

## SPECIALIZED DICTIONARIES

Often people have a need for specialized definitions. There are subject dictionaries that can answer this need. The definitions are usually more comprehensive or detailed than those in a general dictionary and emphasize the specialized vocabulary and definitions applicable to the field. These dictionaries located by looking up the subject area and the subdivision, "Dictionaries" (for example: Psychology--Dictionaries) in the Subject Section of the Card Catalog.

Some examples are:

Black's Law Dictionary (REF KF 156 B53 1979)

Computer Dictionary & Handbook (REF QA 76.15 S512 1980)

Henderson's Dictionary of Biological Terms (REF QH 13.H58 1979)

Black's Medical Dictionary (REF R121.B598 1979)

Hunt's Energy Dictionary (REF TJ 163.2.S3)

Frequently when writers are trying to add a different tone or more descriptive vocabulary to their composition they turn to a thesaurus. Modern Thesauruses provide the writer with synonyms, antonyms, phrases, and related words which the writer can substitute for his original choice.

Some examples in our collection are:

Webster's Collegiate Thesaurus (REF PE 1591.W38)

Roget II: A New Thesaurus (REF PE 1591.R73 1980)



ASSIGNMENT SEVEN - M  
DICTIONARIES

DIRECTIONS: The Oxford English Dictionary is a 12 volume set located in the Reference Collection under the call number: REF PE 1625 N53 1933.

21. Look up the word riffler in the Oxford English Dictionary. Who used this word in a quotation in 1846?
- A. Sir T. Seaton
  - B. Holtzapffel
  - C. Nemnich

DIRECTIONS: Foreign language dictionaries will be found in the Reference collection arranged by call number.

22. Using the appropriate foreign language-English dictionary, give the meaning of the Danish word paakjendelse.
- A. striking, remarkable
  - B. certain, sure, true, honest
  - C. to knock at
  - D. decision, judgment

DIRECTIONS: Specialized dictionaries will be found in the Reference collection by call number.

23. Using Henderson's Dictionary of Biological Terms (REF QH13.H38 1979), give the meaning of the word xylophyte.
- A. a green growth
  - B. a seed pod
  - C. a woody plant
  - D. a root system
24. While writing a paper you would like to add some new vocabulary words to your composition. Using Webster's Collegiate Thesaurus (REF PE1591.W38), find the first synonym for the word noncombustible.
- A. sophistic
  - B. unembodied
  - C. unresistant
  - D. apyrous

## CHAPTER EIGHT

### ENCYCLOPEDIAS

A general encyclopedia is often the best place in which to start research on a subject. Its range of coverage is all general knowledge. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia will often have bibliographies leading to other books or articles on the subject.

Examples of general encyclopedias are:

Collier's Encyclopedia  
(REF AE 5 C863 1984)

First published in 1949, emphasizes modern subjects. Many articles are signed by contributors; bibliographies are grouped in the last volume, along with index and study guide.

Encyclopedia Americana  
(REF AE 5 E333 1984)

First published in 1904, coverage is comprehensive, but emphasizes the Americas. An especially good source of information on American cities and towns. Also includes evaluation of selected books, operas, musical compositions and works of art.

Encyclopaedia Britannica  
(REF AE 5 E363 1984)

First published in 1768. Tends to be the most detailed of all the general encyclopedias. The 15th edition has a new format, with Micropaedia serving as the index and providing ready reference, and the Macropaedia containing long articles. The Propaedia contains an outline of human knowledge, useful as a study guide.

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields. The articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias.

Examples of specialized encyclopedias:

Encyclopedia of Education  
(REF LB 17 E57)

Contains over 1,000 signed articles, many of which are several pages long. There are bibliographies and a detailed subject index. It covers all aspects of education, including history, theory, and research.

Encyclopedia of Philosophy  
(REF B 41 E5)

Contains nearly 1,500 signed articles by 500 scholars. It includes all aspects of philosophy. The index is in volume 8.

Encyclopedia of World Art  
(REF N 31 E533)

First published in 1958. It covers architecture, sculpture, and painting. There are many color plates that illustrate world art.

International Encyclopedia of the Social Sciences  
(REF H 41 I5)

Emphasizes the analytical and comparative aspects of social science topics. It includes some biography. Broad topics are often subdivided. Most articles contain bibliographies and cross-references. Volume 17 contains an index and outline of topics.

McGraw-Hill Encyclopedia of Science and Technology  
(REF Q 121 M3 1982)

Covers all physical sciences, earth science, life sciences, and engineering. Articles are written for the lay person with some background in the field.

OTHER ENCYCLOPEDIAS OF INTEREST:

- McGraw-Hill Encyclopedia of World Drama (REF PN 1625 .M3 1984)
- Encyclopedia of Bioethics (REF QH 332 .E52)
- Encyclopedia of Crime and Justice (REF HV 6017 E52 1983)
- The Guide to American Law (REF KF 156 G77 1983)
- The Encyclopedia of Management (REF HD 30.15 .E49 1982)
- Encyclopedia of Banking and Finance (REF HG 151 .M8 1983)

ASSIGNMENT EIGHT - M  
ENCYCLOPEDIAS

DIRECTIONS: The Encyclopedias are found in the Reference Collection arranged by call number.

25. Using the Cambridge Encyclopedia of Africa (REF DT3.C35 1981), find out: What is the currency of Angola?
  - A. pula
  - B. pound
  - C. dollar
  - D. kwanza
26. Now using the McGraw-Hill Encyclopedia of Science and Technology (REF Q121.M3 1982), find the volume and page number for the article on the subject Electromagnetic Radiation.
  - A. Vol. 10, Pp. 244-249
  - B. Vol. 4, Pp. 724-726
  - C. Vol. 1, Pp. 43-47
  - D. Vol. 8, Pp. 361-364
27. Now look at the end of the article. The first "see also" reference you are given is:
  - A. Absorption of Electromagnetic Radiation
  - B. Optic Principles
  - C. Radio Fields and Waves
28. Now using the Encyclopedia of Educational Research (REF L901.E57 1982), find the article on the subject Hearing Impairment. How many items are presented in the bibliography at the end of the article?
  - A. 5-9
  - B. 10-14
  - C. 15-19
  - D. more than 20

## CHAPTER NINE

### ALMANACS AND STATISTICAL SOURCES

Almanacs are annual volumes of current and retrospective information. Almanacs can be best used to answer simple questions of current or historical fact. They often contain population statistics, governmental figures, business, sports, and agricultural statistics. There is usually a section of important events that occurred during the year. Some almanacs have an index in the back, and others will have an index in the front.

Two of the most popular and best known general almanacs are:

Information Please Almanac  
(REF AY 67 I55)

Published annually since 1947. It contains many tables, information about current events, and summaries of past records.

World Almanac and Book of Facts  
(REF AY 67 N5 W7)

Published annually since 1886. It is similar to Information Please Almanac, but the index is located in the front of the book.

While the almanacs include statistical information, some specialized books limit themselves to statistics alone. A valuable source of statistical information is:

Statistical Abstract of the United States  
(REF HA 202 A385)

A standard summary of statistics on the social, political, and economic organization of the United States. It is published yearly by the U.S. Department of Commerce. An index is located in the back of this book.

#### OTHER BOOKS OF INTEREST:

- Pennsylvania Abstract: A Statistical Fact Book (REF HA 607 P40)
- State and Metropolitan Area Data Book (REF HA 202 A387)
- County and City Data Book: A Statistical Abstract Supplement (REF HA 202 A36)
- Sourcebook of Criminal Justice Statistics (REF HV 6787 S68)
- Crime in Penna.: Uniform Crime Report (REF HV 6793 P4 U5)
- Sourcebook on Death and Dying (REF HQ 1073.5 .U6 S68)
- Sourcebook on Aging (REF HQ 1064 .U5 S63)
- Family Factbook (REF HQ 734 F3)

ASSIGNMENT NINE - M  
ALMANACS AND STATISTICAL SOURCES

DIRECTIONS: The items will be found arranged by their call numbers in the Reference Collection. Use an almanac for these questions.

29. You made a bet with a friend...

What baseball team won the American League pennant in 1918?

- A. New York
- B. Chicago
- C. Boston
- D. Cleveland

30. Who won the Pulitzer Prize for Spot News Photography in 1957?

- A. Max Desfor
- B. William M. Gallagher
- C. Andrew Lopez
- D. Harry A. Trask

DIRECTIONS: Use the Statistical Abstract of the United States to answer the following question. It is found in the Reference Collection.

31. After a class discussion of per capita (per person) food consumption in the United States, you were asked to find some statistics on food consumption of items common to the American diet. How many pounds of lamb and mutton were consumed in the United States per capita in 1970?

- A. 2.5
- B. 2.8
- C. 3.0
- D. 3.2

## CHAPTER TEN

### BIOGRAPHIES

There are many sources of information about people in addition to the dictionaries, encyclopedias, almanacs, periodical indexes, and other general reference books you have already used. You can sometimes find book-length biographies by looking under the last name of the person in the Card Catalog. There are also many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. Some examples of general biographical sources are:

#### Biography Index (Index Table)

A guide to biographical information in books, periodicals and the New York Times. Covers individuals of all nations and periods. One of the best places to start research if nothing is known about an individual.

#### Current Biography (REF CT 100 C8)

Biographies of contemporary figures with references to, by or about them. Published monthly, cumulated annually.

#### Webster's Biographical Dictionary (REF CT 103 W4)

General biographies of approximately 40,000 persons, not limited by country, period, or occupation. It includes pronunciation.

Other biographical sources cover famous people of a particular country. These are generally referred to as "national biographies." An example of a national biography is:

#### Who's Who in America (REF E 176 W6422)

Very brief biographies of living contemporary figures of national importance in America.

Another way of classifying information about people is by occupation. There is a Who's Who or a biographical source for almost any field of specialization you can think of, from allergists to zoologists.

#### Contemporary Authors (QUICK REF PS 19 C6)

Biographies of living authors giving personal data, career achievements, and a list of their works.

#### American Men and Women of Science (REF Q 141 A47)

Includes biographies of practicing scientists who have made significant contributions to American Science.

ASSIGNMENT TEN - M  
BIOGRAPHIES

32. You are taking an Introduction to Art course along with 25 other students and have an assignment to write a brief biographical report in preparation for a research paper. In order to avoid having all 25 of you write on the same person and quote from the same sources, the instructor puts name and dates in a hat and you draw a slip.

Using the Biography Index, located on the Index Tables, find a magazine article about Nancy Lopez published between September 1976 and August 1979. What is the title of the magazine in which you can find an article about this person?

- A. Vogue
  - B. Working Woman
  - C. Saturday Evening Post
33. A professor of American History has the highly original theory that people who are born in odd-numbered years contribute more to the world than people born in even-numbered years. To verify his theory, he has asked each of you to report on a famous person. Using Who's Who in America, find out when Kris Kristofferson was born.
- A. 1937
  - B. 1936
  - C. 1933

## CHAPTER ELEVEN

### NEWSPAPERS AND NEWSPAPER INDEXES

Although current newspapers are found in the library, a collection of back issues of newspapers are available in the Microform section. Currently, about fifteen titles of newspapers are received. The collection also includes many historically important newspapers covering major periods in American and world history. Indexes are available for some newspapers. They can be used not only for finding a particular article in that paper, but also for pinpointing the date that an event happened. Once the date is known, information in other sources can often be located.

The New York Times is the most important newspaper in the microform collection because of its extensive coverage of state, national, and international news. It will often give the complete text of important speeches and documents, and its articles summarize and analyze important topics in the news. The New York Times also has excellent coverage of cultural events through its book, theatre, film, dance, and art reviews. Biographical information on important newsmakers may be more extensive and up-to-date than in any other source.



The New York Times Index contains summaries of news and editorial matters arranged by subject headings. Entries under each heading are arranged chronologically. Below is a sample entry from the New York Times Index.

# Sample Entry: New York Times Index 1981

Summary of news articles arranged chronologically

**Saudi Arabia**  
 Reagan Adm reportedly will sell Saudi Arabia 5 AWACS electronic surveillance planes and 7 KC-135 aerial tankers, reportedly may leave 4 AWACS planes currently in Saudi Arabia until 5 on order are delivered in '84 (M), Ap 3.1.2. Israel asks US for outright gift of 15 F-15 fighters and other equipment to compensate for planned sale of similar aircraft, as well as planned sale of AWACS surveillance planes, to Saudis (M), Ap 4.1.5, comment on Reagan Adm's proposal to sell AWACS (S), Ap 5.IV.5.1, Israeli Prime Min Menachem Begin protests to Sec Haig against proposed sale of AWACS (S), Ap 7.6.5, editorial voices disapproval of Reagan's eagerness to give the Saudis almost anything they want, Ap 7.18.2, approximately 100 House Republicans and Democrats protest Reagan Adm decision, speeches by Reps Jack F Kemp and James J Blanchard noted (S), Ap 8.2.4, Sec Haig meets with Saudi leaders, Riyadh, to discuss arms deal (M), Ap 8.3.1, notifies Saudis of Washington's decision to sell them 5 AWACS airplanes (S), Ap 9.12.1, article by Sen Joseph Biden opposes sale of planes, Ap 15.31.2, analysis of Reagan Adm decision to sell military airplanes (M), Ap 16.11.1, William Safire holds Pres Reagan was 'led into doublecrossing' Israel by offering to sell Saudi Arabia F-15 fighters and AWACS surveillance planes (M), Ap 16.11.5, Sec Haig says Congressional rejection of proposed sale would represent 'grievous setback' in Saudi-US relations, TV interview (S), Ap 18.3.4, Govt rejects Reagan Adm's suggestions that sale of AWACS planes be postponed because of impeiding quarrel in Congress (M), Ap 19.1.3, Oil Min Sheik Ahmed Zaki Yamani says it is in US interests to supply Saudi Arabia with AWACS surveillance planes, news conference, Washington, his portrait (M), Ap 20.IV.7.5, editorial urges Reagan Adm to cancel sale of AWACS, Ap 21.18.1, **White House formally announces that Reagan Adm has decided on sale of AWACS**, will also provide equipment for F-15 fighters and KC-135 refueling planes (M), Ap 22.1.6, AWACS surveillance aircraft described, map of Middle East depicts area that can be monitored by 1 plane, drawing of plane, photo (M), Ap 22.8.3, Reagan Adm says sale will not endanger Israel's security (M), Ap 23.1.6, Israel officials protest Reagan Adm's decision to sell AWACS (M), Ap 23.1.2, Oil Min Sheik Ahmed Zaki Yamani voices confidence that Adm will not reverse decision to sell AWACS despite Israeli protest (M), Ap 24.7.1, letter from Irving Steinberg (Jewish War Veterans) opposes sale, Ap 26.IV.22.4, Israel reiterates opposition to sale (S), Ap 27.7.1, members of House Appropriations Subcommittee score decision (M), Ap 29.8.3, Ivan J Novick letter scores sale, Ap 30.30.4, letter from authors Saul Bellow, F. I. Dickerson, John Kenneth Galbraith, Norman Mailer, Arthur Miller and Barbara Tuchman opposing sale, My 10.IV.18.3, Sen Edward Kennedy scores decision (S), My 26.5.2, advertisement by Anti Defamation League of B'nai B'rith opposing sale of planes, My 29.11.2, arguments for and against sale discussed, photo of plane (M), Je 26.2.3, article notes warning by members of Congress against sale (S), Je 28.IV.2.1

(M), AP 22, 1, 6 - means that this medium-sized article appeared on April 22, page 1, column 6

BEST COPY AVAILABLE

ASSIGNMENT ELEVEN - M  
NEWSPAPERS AND NEWSPAPER INDEXES

DIRECTIONS: Go to the New York Times Index on the Index Table.

You want to read a contemporary newspaper article about an important historical event. Look in the New York Times Index under the topic, Paleontology for an article which appeared on April 10, 1966.

34. On what page and column of the New York Times newspaper did the article appear?
- A. page 59 column 3
  - B. page 52 column 4
  - C. page 67 column 1
  - D. page 71 column 1

DIRECTIONS: To complete the next part of your assignment, you must look at the microfilm copy of the New York Times. Microfilm is located in the cabinets towards the rear of the first floor of the library. Locate the reel of the New York Times microfilm that contains the date of your article. (For example: August 18, 1962, will be in the box marked Aug. 14-20, 1962). Take the microfilm reel to a reader and answer question 34. Instructions on how to use the machines are posted beside each machine. Do not refile microfilm.

Place the reel in the baskets on the tables in the microfilm area.

35. What is the headline for the article you looked up in question 34?
- A. "Remains of 10,000 year old baby mammoth uncovered in northeastern Siberia"
  - B. "N.Y. Botanical-Garden scientists studying 30 million year-old leaves"
  - C. "Dinosaur tracks split Jersey town"
  - D. "Controversy over slow-burning fire in Grand Canyon cave"

# —Introduction—

NewsBank is a current awareness reference service providing access to the contents of newspapers from over 100 cities around the country. News articles are selected from the socio-economic, political, international and scientific fields.

Articles of broad interest are selected from the newspapers and reproduced on microfiche each month. A monthly printed index to the microfiche is published and cumulated quarterly and annually.

NewsBank organizes the articles on microfiche in the following broad categories:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| ■ Business and Economic Development | ■ Housing and Land Development      |
| ■ Consumer Affairs                  | ■ International Affairs and Defense |
| ■ Education                         | ■ Law and Legal Systems             |
| ■ Employment                        | ■ Political Development             |
| ■ Environment                       | ■ Social Relations                  |
| ■ Government Structure              | ■ Transportation                    |
| ■ Health                            |                                     |
| ■ Welfare and Social Problems       |                                     |

Each newspaper is screened by a trained information specialist for articles meeting NewsBank's criteria of both subject and broad significance. They are then indexed by subject specialists. The articles themselves are photographed on microfiche in the same order as they appear under their primary index terms. Thus most or all of the articles on a topic will appear together on each month's microfiche, reducing substantially the number of microfiche which must be examined to complete a search.

Articles are also regularly assigned additional subject headings to permit retrieval from more than one point of view, and if an article is appropriate to more than one NewsBank category it will appear on the microfiche for each category, as well as being indexed from a different point of view for each of the categories in which it appears.

NewsBank's multi-level indexing system permits the searcher to scan to see the sort of material that is available on broad subjects. It simultaneously gives precise information on the emphasis of each article so that the searcher can determine quickly which ones are likely to be of enough interest to warrant reading in their entirety. The geographic emphasis or location for most stories is given in the index entry, most often at the lowest level, following the subject information.

# —How to use NewsBank—

## STEP 1.

Turn to your research topic in the **NewsBank Index**, which is arranged alphabetically by subject. An explanation of the index appears at the bottom of each left-hand index page. A key to the abbreviations for NewsBank's subject categories appears at the bottom of each right-hand page.

You may find a "See" reference, which will tell you that NewsBank has indexed this information under a different term.

**EXAMPLE:      Test Tube Babies**

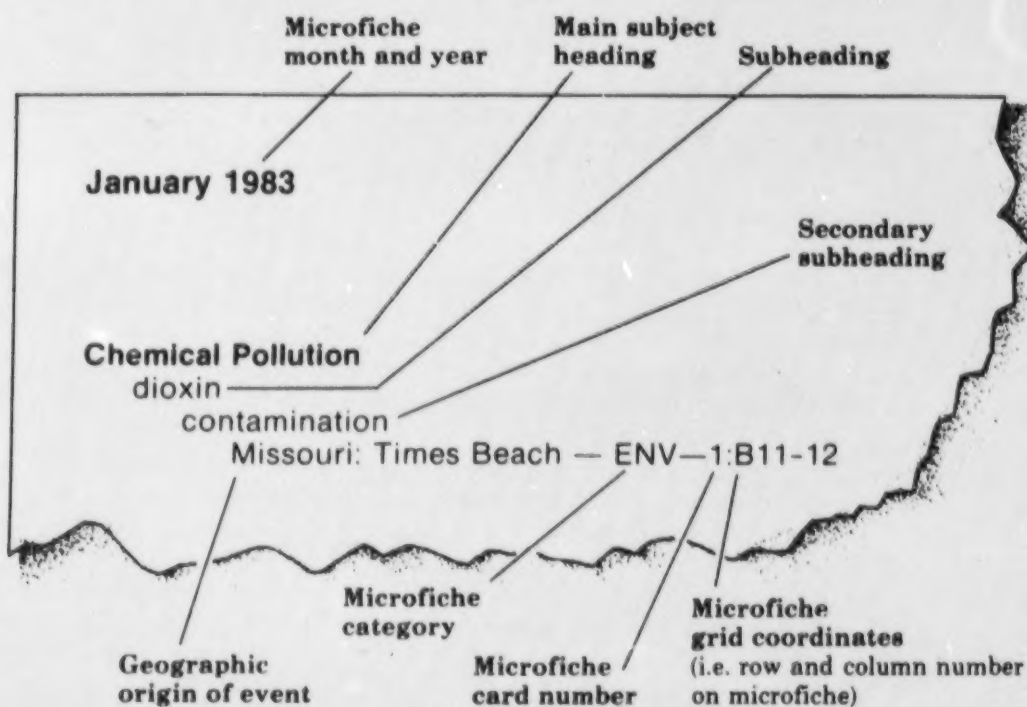
See Pregnancy and Reproduction — test-tube babies

You may also find a "See also" reference, which will suggest other terms where you can find related information.

**EXAMPLE:      Pollution**

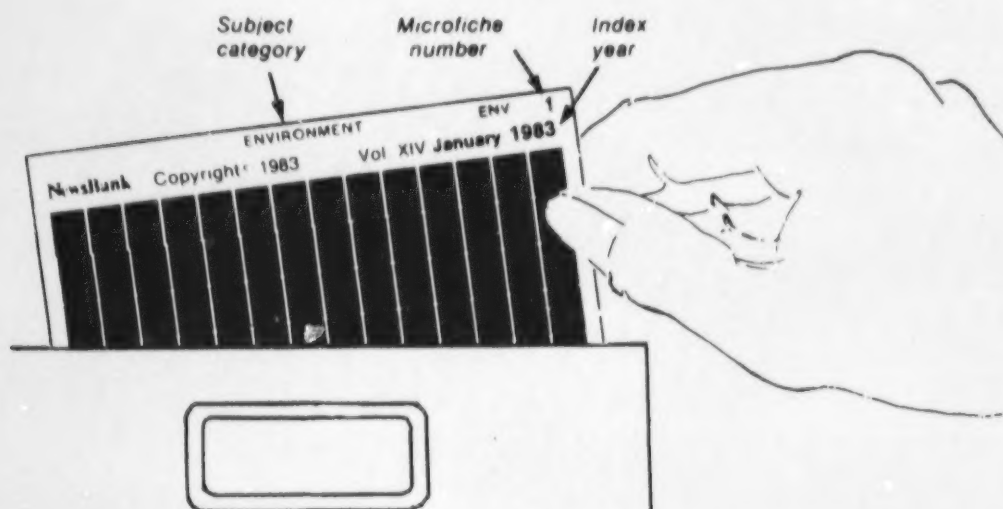
See also Air Pollution; Chemical Pollution;  
Radioactive Materials and Radiation; Toxic and  
Hazardous Substances; Oceans — pollution; Water  
Pollution

## SAMPLE INDEX ENTRY



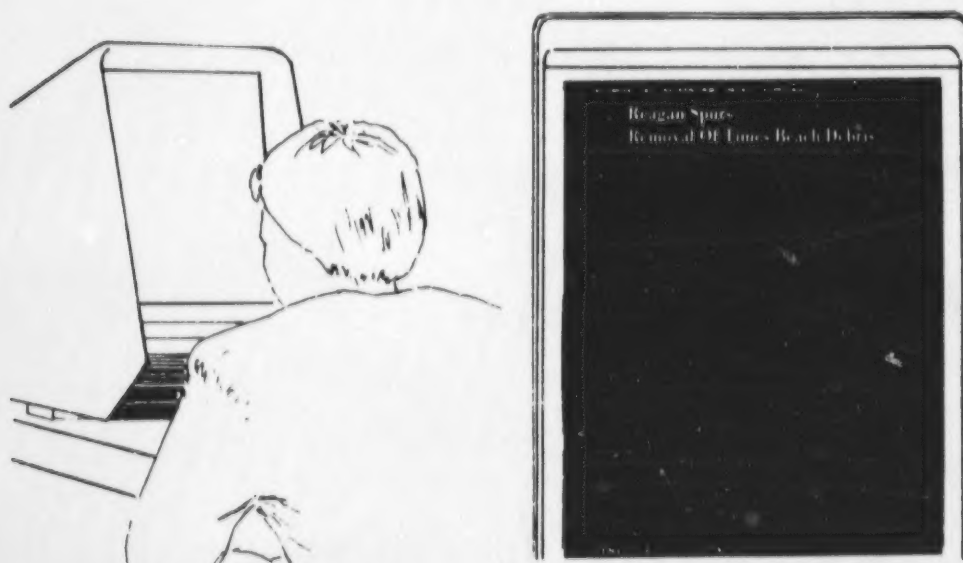
## STEP 2.

Go to the NewsBank microfiche files and select your microfiche by subject category, year, and microfiche number.



## STEP 3.

Place the microfiche on a reader. The grid location — subject category, microfiche number, row letter and column number — will appear in the lower left corner of each frame. Locate your article on the grid as you would by using the coordinates on a road map. The article will appear in its original size on the screen.



ASSIGNMENT TWELVE - M

DIRECTIONS: Use the NEWSBANK indexes which are arranged alphabetically on the index tables.

36. Using the Consumer Affairs index for 1980 in the turquoise loose leaf binder, indicate the microfiche card number and location of the article about the food additive monosodium glutamate on page 10.

A. 28:B12-14  
B. 38:C12-14  
C. 48:D12-14

DIRECTIONS: Go to the NEWSBANK microfiche collection under the subject area Consumer Affairs and locate the microfiche card indicated above. Place the card on one of the microfiche readers and answer the following questions.

37. The newspaper from which the article comes is:

A. Philadelphia (Penna.) Inquirer.  
B. Los Angeles (Calif.) Times.  
C. Chicago (Ill.) Tribune.

38. The title of the article is:

A. "Glutamate debate - a 20-year taste of controversy."  
B. "To glutamate or not to glutamate."  
C. "Glutamate for two."

## CHAPTER THIRTEEN

### GEOGRAPHICAL SOURCES

At one time or another, we all have a question about a place (size of a city, economic and political distribution, population of a county, predominant physical features, etc.).

While such information is sometimes available in encyclopedias and in some ready reference sources (such as almanacs), there is an important set of reference tools useful to students regardless of their major: The Geographical Sourcebooks (Atlases and Gazetteers).

#### Atlases

Most people are familiar with atlases, although they are often unaware of the variety available. An atlas is nothing more than a collection of maps that have been bound together in a single physical volume for convenience. The maps contained within are generally one of three types: Political--which indicate primarily the boundaries of countries, states and counties; Physical or Topographical--which indicate landforms such as mountains or rivers; Thematic--which represent graphically such information as levels of precipitation, divorce rates and energy resources.

In most libraries, atlases will be kept separate from other reference works in what is usually termed an "atlas case" (see floor plan for the location of this in your library). This is done because most atlases are quite large and not easily accommodated on the regular bookshelves. However, some of the more specialized atlases will be found in the reference collection, so please check the card catalog or with the librarian for location.

The following is an example of an atlas:

Rand McNally Commercial Atlas and Marketing Guide (Atlas stand--located at rear S.W. corner of first floor library)

Primarily an atlas of America, it includes many statistical tables of population, business and manufacturers, agriculture, and other commercial features. Of particular interest is a state-by-state index which lists nearly 125,000 places (many of them without post offices). Population, map key, altitude, post office serving the point, transportation services, banking, county statistics, trade information, and other pertinent data are indicated by symbols, with a key to the symbols at the bottom of each page.

VOROS/11

The following are examples of specialized atlases:

Rand McNally Atlas of World History, edited by R. R. Palmer  
(REF G 1030.R3 1968)

Well made maps, about 75 in color and almost 50 in black and white. Most detailed treatment is of North American and European history (particularly for 19th and 20th centuries), but with maps also of Asia, Africa, and Latin America.

The American Heritage Pictorial Atlas of United States History  
(REF G 1201.S1A4 1966)

Attractive maps (in color) with accompanying text. There is a particularly good section on United States operations in World War II. Elaborate color spreads, or "pictorial maps" of major Revolutionary and Civil War Battles, and of the national parks are unusual features.

Historical Atlas, by William Robert Shepherd  
(REF G 1030.S4 1976)

For many years, the standard and most useful historical atlas. Covers from 1450 B.C. to the 1970's.

The Atlas of the Greek World, by Peter Levi  
(REF DE 29.L4)

Not an atlas in the traditional sense, this is an attractive, very readable introduction to ancient Greece. After a section on "the land in context," the material is arranged chronologically.

The Atlas of Ancient Egypt, by John Baines and Jaromin Malek  
(REF DT 61.B3)

This book, which is far more than an atlas, crams an astonishing amount of information about Egyptian sites, geography, history, and culture in one volume.

Cultural Atlas of Africa, edited by Jocelyn Murray  
(REF DT 14.C83)

The chief value of this atlas as a reference book is as a gazetteer of contemporary African states, each illustrated by a detached but clear map of its present day resources.

#### Gazetteers

A gazetteer is a dictionary arrangement of geographical place-names (cities, towns, mountain ranges, etc.) that indicates location, historical information, pronunciation and distinguishing characteristics.

The following are examples of gazetteers:

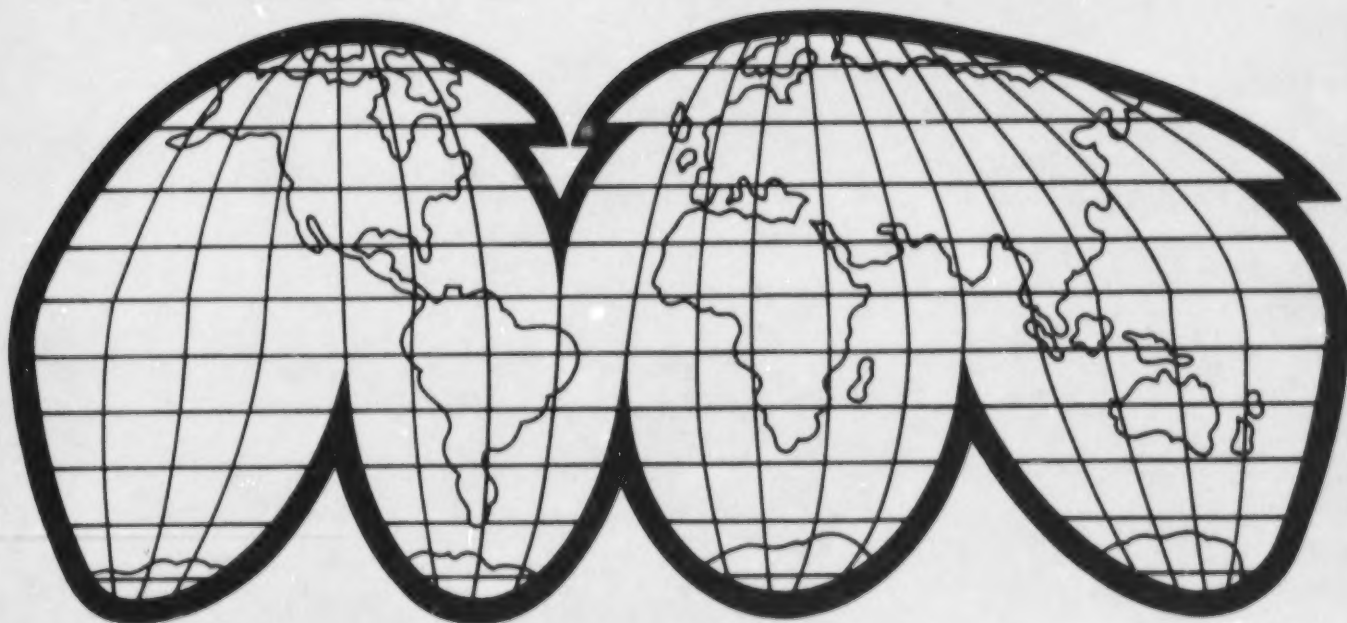
The Statesman's Yearbook/World Gazetteer

REF  
G  
103.5  
P38  
1979

Webster's Geographical Dictionary

REF  
G  
103  
W45

NOTE: Keep in mind that atlases (both general and special purpose) and gazetteers are not the only geographical sources available to you, although they are among the most frequently consulted. There also exists specialized books for specific countries, states, regions and even cities. To discover what other books the library may have, just consult the subject section of the Card Catalog or consult with the librarian.



ASSIGNMENT THIRTEEN - M  
GEOGRAPHICAL SOURCES

39. For a class assignment, you have been assigned to find out some information about Glade Spring, Virginia. Using the Rand McNally Commercial Atlas and Marketing Guide (located on the atlas stand at the rear of the first floor of the Library), answer the following question:

In which county is your town located?

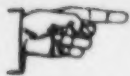
- A. Carroll
  - B. Rockbridge
  - C. Fairfax
  - D. Washington
40. A map of Europe in 1914 can be found in R.R. Palmer's Atlas of World History (REF G1030.R3 1968) on page:
- A. 75
  - B. 100
  - C. 175
41. Many atlases provide more than maps. Information about music in ancient Greece can be found in The Atlas of The Greek World by Peter Levi (REF DE29.L4) on page:
- A. 104
  - B. 154
  - C. 204

## CHAPTER FOURTEEN

### QUICK REFERENCE TABLE

The materials placed on this table fall generally in the broad categories of the social sciences and the humanities. In the area of the social sciences, the goal is primarily to provide quick access to information of current or topical interest. For this reason, the majority of the items located there are of a periodical nature. For example, the C. Q. Weekly Reports are updated each week with the latest information on the comings and goings in Washington. On the other hand, the Social Issues Resources Series, (SIRS), is a cumulation of periodical articles under various broad subject headings in loose-leaf binders.

The humanities section is composed primarily of reference books which provide biographies and criticisms of authors, and contemporary accounts of how authors' works were received when first published. In many cases, as in Twentieth Century Literary Criticism, the articles are composed of excerpts from numerous articles.



In many cases, older issues of the works found on the Quick Reference Table will be found under the same call number in the Reference Collection. As in the case of C. Q. Weekly Reports, only the last two (2) years are found on the Quick Reference Table; the rest being located in the reference collection.

The following is a list of the materials found on the Quick Reference Tables:

#### SOCIAL SCIENCES

##### C. Q. Weekly Reports

Factual, nonpartisan summary reports on the activities of Congress, divided into numerous sections, which allow the reader to trace bills through Congress, keep up on hearings, recognize what is on the calendar for the weeks or months ahead, how members voted, etc.

##### Editorials on File

Twice-monthly newspaper editorial survey with cumulative subject indexes published on green paper for monthly issues and on buff papers for quarterly editions.

##### Editorial Research Reports

Fifteen to twenty page reports on an item of current news value or interest which usually include selected bibliographies. Examples of topics covered by these reports are the following. "Vietnam War Reconsidered", "Schoolbook Controversies", "Women and Politics" and "Mental Health Care Reappraisal".

### Facts on File

A weekly publication offering a summary of national and international news events and domestic developments in foreign countries.

### National Journal

An excellent tool dealing with politics and government. Articles are in the form of reports with charts and other supporting documentation. It includes a section on executive and congressional action, roll-call votes, and details the history of major bills.

### Social Issues Resources Series (SIRS)

SIRS is organized into volumes with each volume addressed to a different social issue. Articles have been selected from newspapers, magazines, journals and government publications representing at various reading levels differing points of view, and many aspects of the problem. Each volume is in loose-leaf notebook format, with the articles and binders color-coded.

## HUMANITIES

### Contemporary Authors

Gives up-to-date source of biographical information on current authors in fiction, non-fiction, poetry, drama, etc., from many countries. Sketches attempt to give personal facts, career, writings, work in progress, sidelights, and biographical sources.

### Contemporary Literary Criticism

Excerpts from current criticism of major authors and playwrights living or deceased since 1960.

### Nineteenth Century Literature Criticism

This series furnishes extensive excerpts from published criticism on the great novelists, poets and playwrights of the 19th century.

### Twentieth Century Literary Criticism

These volumes furnish long excerpts from the best criticism on the great novelists, poets, and playwrights of 1900 to 1960.

ASSIGNMENT FOURTEEN - M

QUICK REFERENCE TABLE

DIRECTIONS: Check the floor plans to locate the Quick Reference Table.

Reference tools necessary to complete this assignment are:

|                      |                                        |
|----------------------|----------------------------------------|
| C. Q. Weekly Reports | Social Issues Resources Series (SIRS)  |
| Editorials On File   | Contemporary Authors                   |
| National Journal     | Twentieth - Century Literary Criticism |

You have several questions in the area of the humanities and social sciences which require quick answers. Using the tools listed above, answer the following questions:

42. Public Law PL 98-613 was passed during the 1984 Session of Congress. A brief summary of it is found on the following page in the 1985 issue of C. Q. Weekly Reports:
  - A. 129
  - B. 195
  - C. 196
43. On January 24, 1985, a federal district court found that Time, Inc., had not libeled former the Israeli defense minister in an article about the massacre of hundreds of Palestinian civilians in Beirut. Using the 1985 Editorials On File under the heading TIME, INC. in the index in the rear of the volume, find and circle below the number of editorials on the subject.
  - A. 14
  - B. 21
  - C. 24
44. Beneath the Synfuel Corporation's management woes lies a more fundamental problem: after 60 years of pipe dreaming about synfuels, the technology still isn't there. Using the index in the rear of National Journal January-June, 1984, under the main heading SYNTHETIC FUELS CORP. find an article on this subject under the more specific heading synfuels manufacturing. Who is the author of this article?
  - A. Rochelle L. Stanfield
  - B. Jonas King
  - C. Montague Parker
45. You need a good introductory article about the problem of shoplifters. Using the Crime Section (v. 3) of Social Issues Resources Series (SIRS) a good introduction can be found in article number:
  - A. 5
  - B. 12
  - C. 19
46. Biographical information about the author John Robert Miller is listed in the following volume(s) of Contemporary Authors:
  - A. 45-48
  - B. 49-52
  - C. 57-60

47. Henrik Ibsen, the Norwegian author of "A Doll's House," is listed in volume 8 of Twentieth-Century Literary Criticism. Who is the author of the essay about Ibsen?
- A. Edmund W. Gasse
  - B. Ian Gregor
  - C. Bernard Howells

## CHAPTER FIFTEEN

### LISTENING VIEWING AREA

This area of the college library contains the audio-visual collection. The type of material is indicated on the catalog card by a descriptor stamped above the call number. The following is a list of the descriptors which is also a list of the types of audio-visual materials found in the Listening Viewing Area on the second floor of the library:

- \* Audio-discs (records)
- \* Audio-tape Cassettes
- \* Filmstrips
- \* Filmstrip/Audio-disc
- \* Filmstrip/Audio-tape Cassette
- \* Motion Picture S-8mm Cartridge
- \* Motion Picture S-8mm Loop
- \* Motion Picture 16mm
- \* Slide Set
- \* Slide Set/Audio-tape Cassette
- \* Transparency
- \* Video-tape Cassettes

There is a card catalog in the Listening Viewing Area that lists only the items housed in that area. All the audio-visual materials (except cassettes and records) must be used in the Listening Viewing Area and do not circulate. There are audio-tape cassette players and blank audio-tape cassettes that may be borrowed for the same loan period as a book.



ASSIGNMENT FIFTEEN - M  
LISTENING VIEWING AREA

DIRECTIONS: Go to the card catalog in the Listening Viewing Area and answer the following questions.

48. A filmstrip/audio tape cassette on the subject Food Supply is titled?
- A. Food Versus Fuel: Competing Uses for Cropland
  - B. Plan Your Food Future Now
  - C. The Increasing Importance of Grain Foods
49. What is the call number of the Slide Set/Audio-Tape Cassette program title Space Settlement One?
- A. TL 795.7 S67
  - B. TN 26 D65
  - C. TK 787 V323

DIRECTIONS: Go to the shelf location in the Listening Viewing Area, locate the program listed below, place in the appropriate equipment and answer the following question.

50. What is the subject on the Video Tape Cassette Program titled Never too late (HQ 1064.U5A35pt.2)?
- A. Timely medical assistance
  - B. Aging in the U.S.
  - C. Yearly medical exams

## THE END -- THE BEGINNING

We hope that this has been a valuable experience for you and only the beginning of your association with libraries. This workbook was not designed to be just "busy work", but to make you more aware of the excellent facilities and resources available to you in this library. In addition, we hope that you have become comfortable and at ease in using this facility and in working with the staff employed here to assist you with your informational needs.

While the resources you examined were important, they are only basic research tools. Other sources of information exist for almost any subject you may need to research. Our staff will be glad to direct you to the best material in your field. However, before they can help you, they must know that you need help. Please do not hesitate to ask!!

In conclusion, it is our wish that you make libraries a life-time habit and that you continue to grow with us as you pursue your educational goals at Lehigh County Community College.

Thank you for participating in this project.

